



Terms of Reference

Applied Biology and Forestry Environment Practice Panel

July 2022

Purpose

The **Applied Biology and Forestry Environment Practice Panel (EPP)** is established under the collaboration agreement between the Association of BC Forest Professionals (ABCFP) and the College of Applied Biologists (CAB) to work collaboratively, as per the *Professional Governance Act*, Section 22 (2)(k), to provide recommendations that promote and enhance collaborative relations between regulatory bodies and inter-professional collaborative practice between registrants in a manner that protects the public interest. Practice panel members are accountable to the CEOs of the respective regulatory bodies.

These Terms of Reference are specific to the ABCFP and CAB environment practice panel.

Membership

- Membership will consist of up to eight registrants, with equal numbers appointed by ABCFP and CAB.
- Members will be selected through a merit-based process that includes knowledge of and experience with the interactions between applied biology and forestry professional practices.
- Members will select a chair from amongst themselves who will serve for up to one (1) year, after which a new chair will be selected or one of the directors of practice from the ABCFP or CAB may act as chair.
- Members are requested to serve on the panel for a minimum of one year.

Meetings

- Frequency: One meeting per month, or as required.
- Duration: Meetings will be of short duration (e.g., one hour). When necessary, longer meetings (e.g., half or whole day) may be scheduled.
- Attendance: Meetings will be attended by panel members, ABCFP and CAB staff, and others, if appropriate (e.g., representatives of other professional regulatory bodies, staff, subject matter experts).
- Documents: Meeting summaries will be prepared by the ABCFP and CAB staff. Summaries and other documents created by the panel will be retained by the ABCFP and CAB.
- Conduct: It is expected that EPP recommendations or decisions will be by consensus and that diligent efforts will be made by all members to achieve consensus. If consensus is not achieved, a minority report summarizing a dissenting opinion may be attached to a recommendation.

Duties and Responsibilities

Members are answerable to the CEOs of the respective regulatory bodies.

It is expected that registrants will make every effort to attend meetings and prepare for meetings in advance.

All information and materials developed by the environment practice panel will be held in confidence and will not be shared with parties outside the ABCFP and CAB, unless a formal decision is made by the ABCFP and CAB to communicate to external parties or organizations.

The panel will be responsible for providing recommendations that:

- identify:
 - the description of the interface of professional practice;
 - known and potential practice issues arising at the interface;
 - resolutions to address practice issues and associated matters;
- provide recommendations to resolve issues; and
- produce effective guidance documents.

Resources and Budget

Each regulatory body will be responsible for covering the costs and expenses associated with their staff and registrants' participation in the panel, including but not limited to travel, materials, and supplies.

Deliverables

Build a pilot process to address professional practice alignments/intersections and any associated issues that include:

- identify professional practice interface issues and any associated matters;
- provide recommendations/resolutions for issues arising from the practice interface;
- develop effective guidance documents for practitioners, employers, clients, and the public;
- seek feedback from users of the guidance documents, not limited to the ABCFP and CAB practitioners, to ensure the guidance document(s) are effective;
- track lessons learned and implement recommendations to improve the process; and
- create process and guidance documents that can be used as a model by other collaborative regulatory body joint working groups.

Duration

These terms of reference shall be reviewed by both directors of practice within five years, concurrent with the review of the collaboration agreement between the ABCFP and CAB.